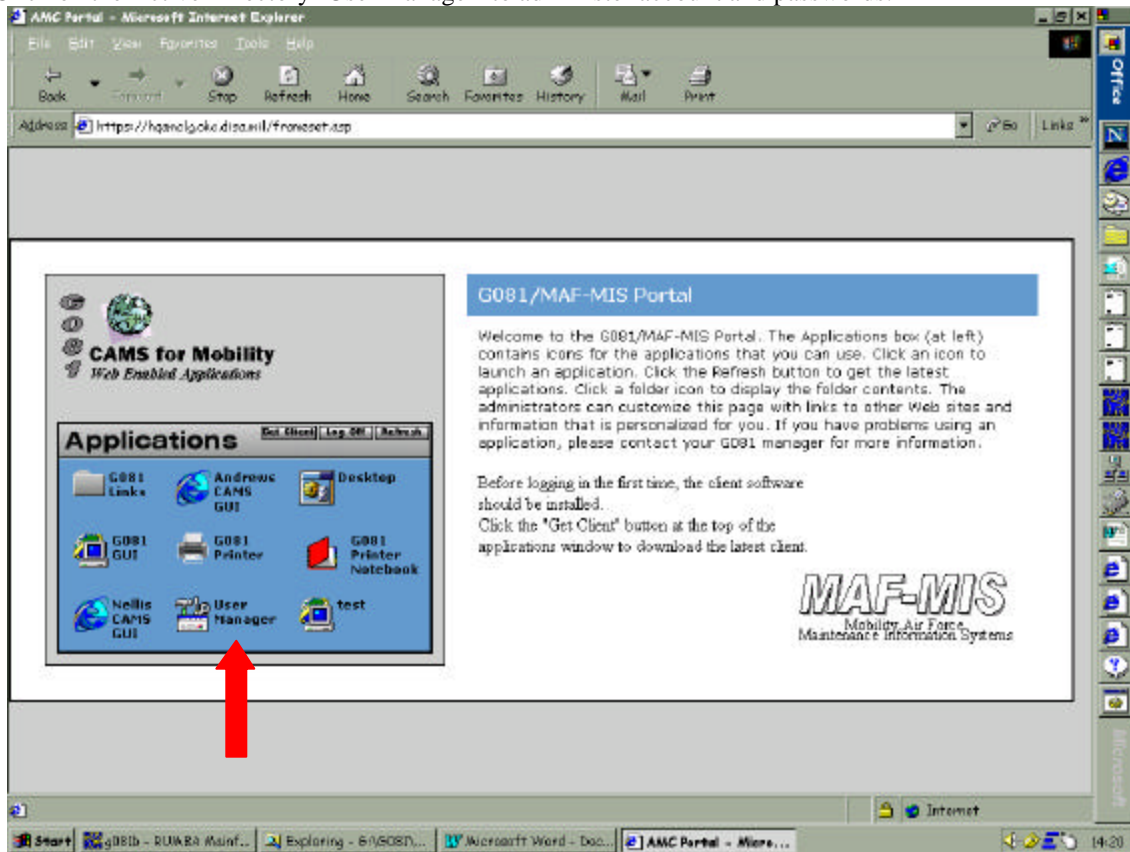
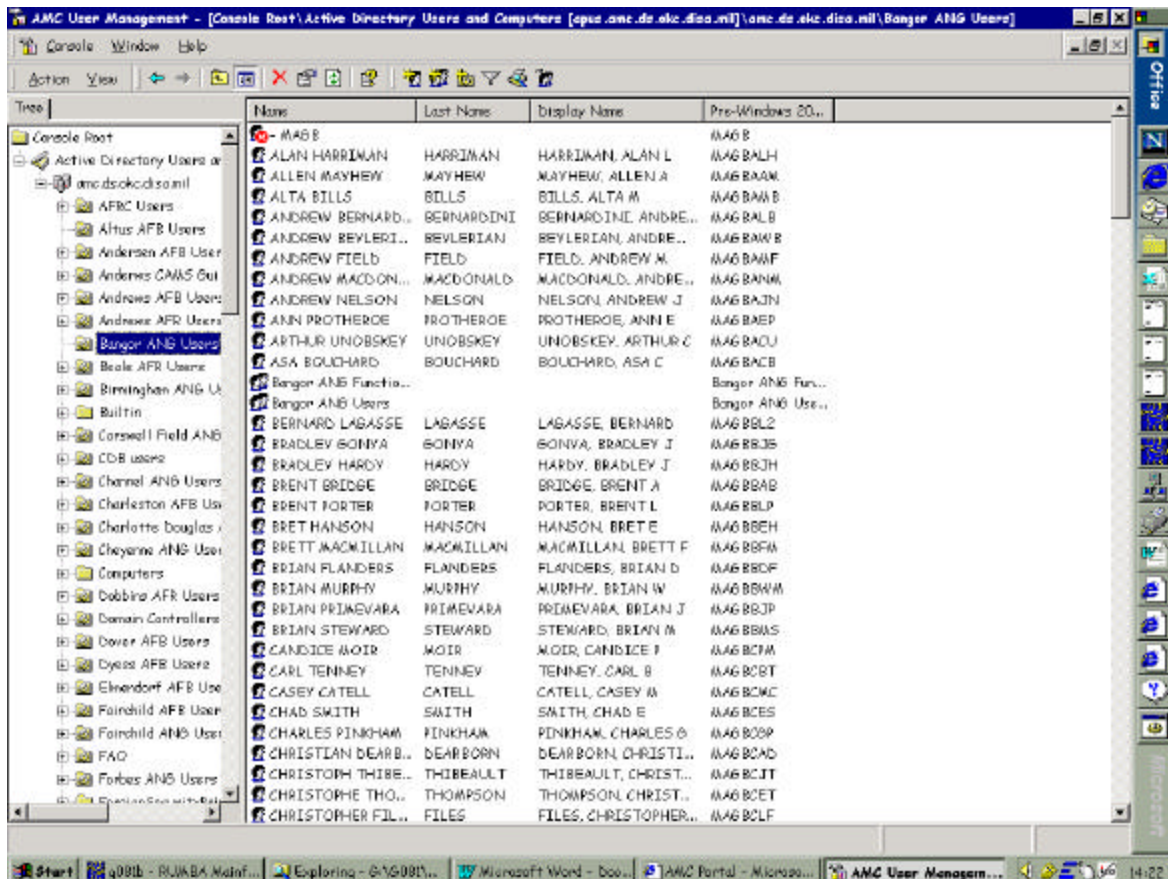


## CREATE NEW USER—

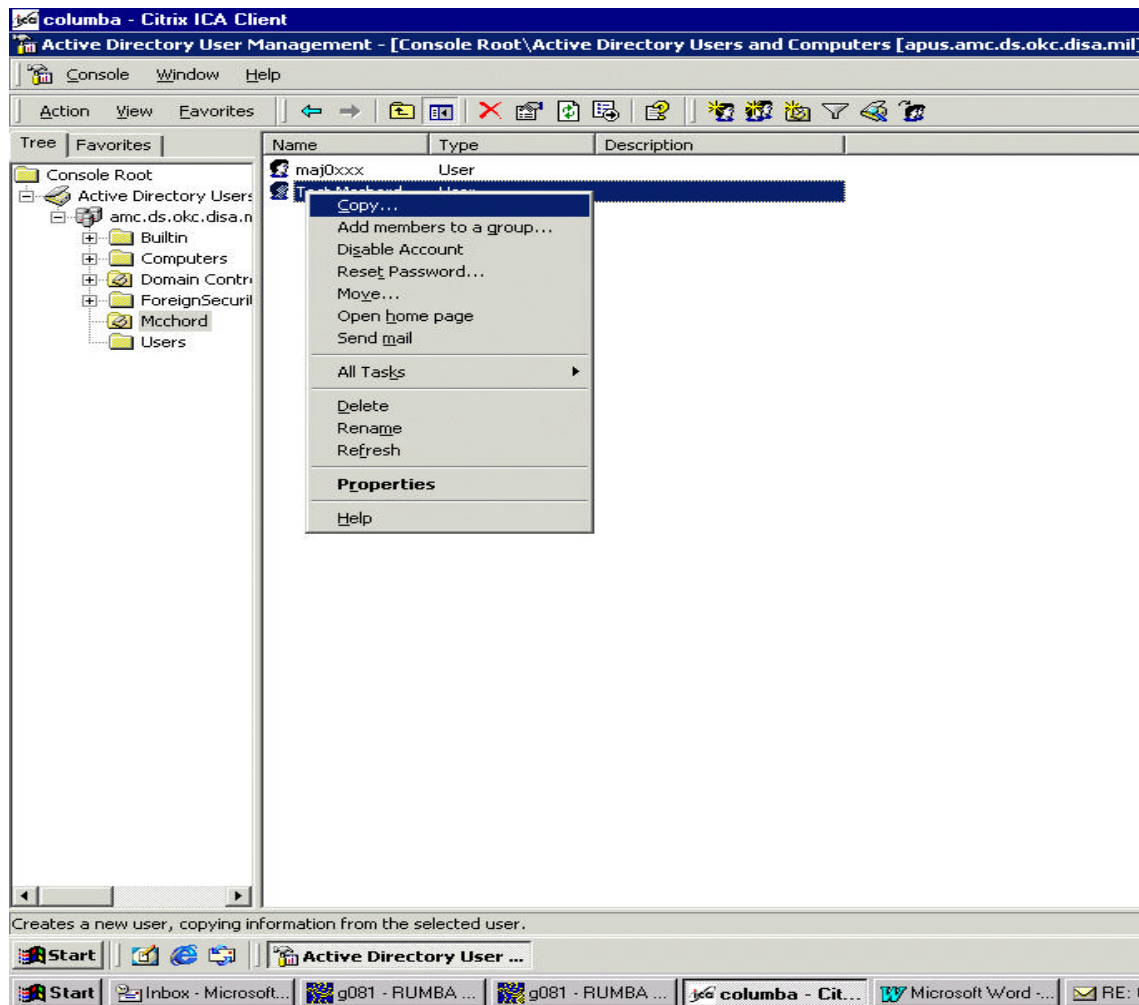
Click on the Active Directory 'User manager' to administer account and passwords.



Click on your base container to show a list of users from your base. (You will only be able to add or change users from your base)



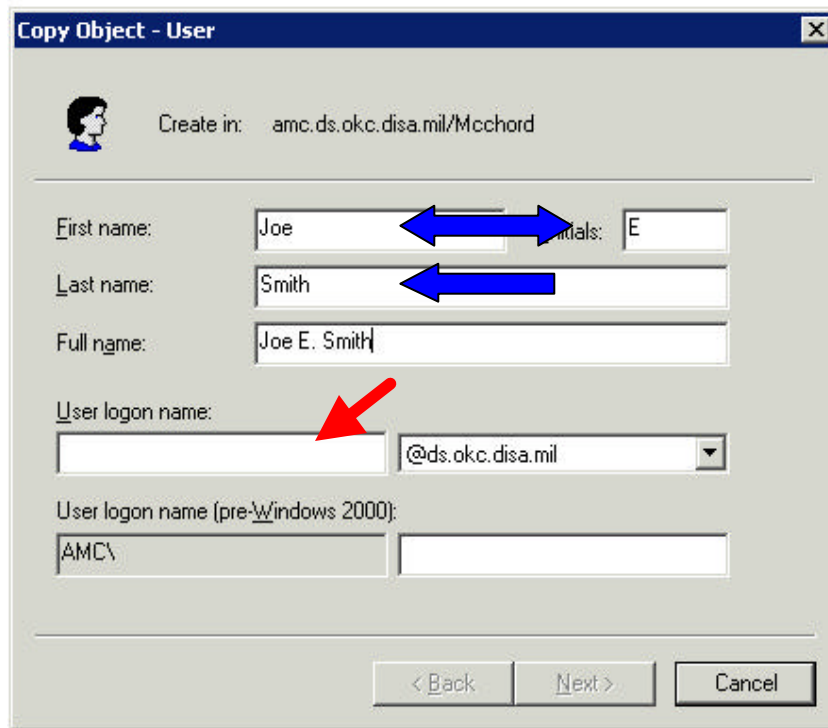
Next select an existing users from which you can copy from. Do not use a G081 mgr account (unless of course, you're adding in a G081 mgr). Right click on the user name to select and choose 'Copy'.



This will bring up a 'Copy Object – User' window.

The screenshot shows the 'Copy Object - User' dialog box. It has a title bar with a close button. Below the title bar is a section with a user icon and the text 'Create in: amc.ds.okc.disa.mil/Mcchord'. The main area contains several input fields: 'First name:' with an empty text box and 'Initials:' with an empty text box; 'Last name:' with an empty text box; 'Full name:' with an empty text box; 'User login name:' with an empty text box and a dropdown menu showing '@ds.okc.disa.mil'; and 'User login name (pre-Windows 2000):' with an empty text box. At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'.

Type in the users first name, middle initial, and last name. And userid in 'User logon name':



The 'Copy Object - User' dialog box shows the 'Create in' field set to 'amc.ds.okc.disa.mil/Mcchord'. The 'First name' field contains 'Joe', the 'Initials' field contains 'E', and the 'Last name' field contains 'Smith'. The 'Full name' field displays 'Joe E. Smith'. The 'User logon name' field is empty, with a red arrow pointing to it. The domain dropdown is set to '@ds.okc.disa.mil'. The 'User logon name (pre-Windows 2000)' field contains 'AMC\'. Navigation buttons at the bottom include '< Back', 'Next >', and 'Cancel'.

Create in: amc.ds.okc.disa.mil/Mcchord

First name: Joe Initials: E

Last name: Smith

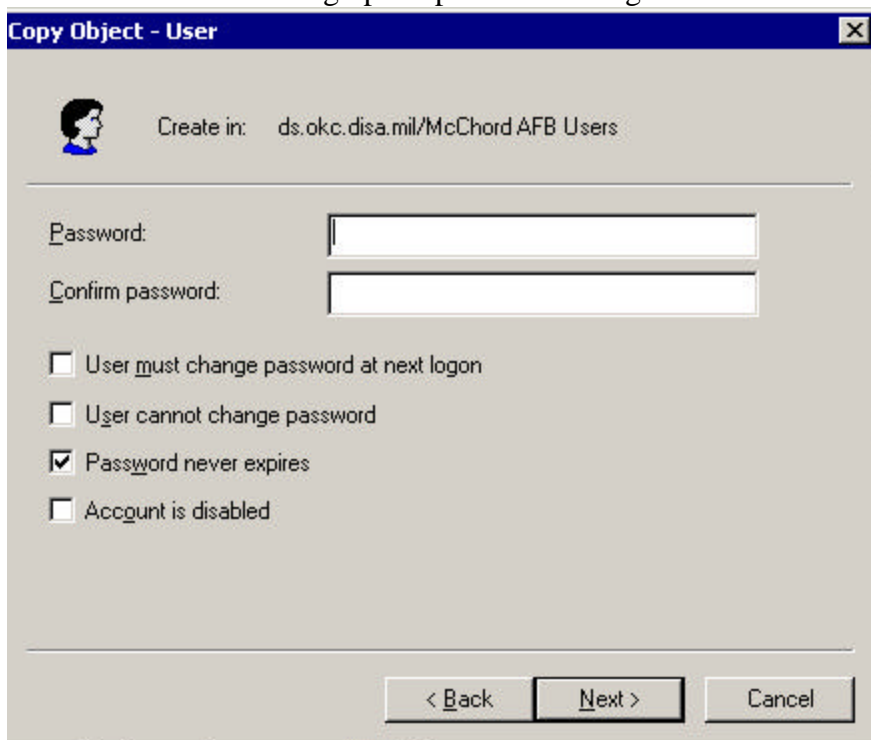
Full name: Joe E. Smith

User logon name: [Empty] @ds.okc.disa.mil

User logon name (pre-Windows 2000): AMC\

< Back Next > Cancel

Then click next. To bring up the password dialog box.



The 'Copy Object - User' dialog box shows the 'Create in' field set to 'ds.okc.disa.mil/McChord AFB Users'. The 'Password' and 'Confirm password' fields are empty. The 'User must change password at next logon' checkbox is unchecked. The 'User cannot change password' checkbox is unchecked. The 'Password never expires' checkbox is checked. The 'Account is disabled' checkbox is unchecked. Navigation buttons at the bottom include '< Back', 'Next >', and 'Cancel'.

Create in: ds.okc.disa.mil/McChord AFB Users

Password: [Empty]

Confirm password: [Empty]

☐ User must change password at next logon

☐ User cannot change password

☒ Password never expires

☐ Account is disabled

< Back Next > Cancel

Type the default password for the user to logon with in both password fields

**Password rules:**

Must be eight characters long with no repeating characters.

Password must contain all four of the following criteria.

Upper case: A,B,C

Lower case: a,b,c

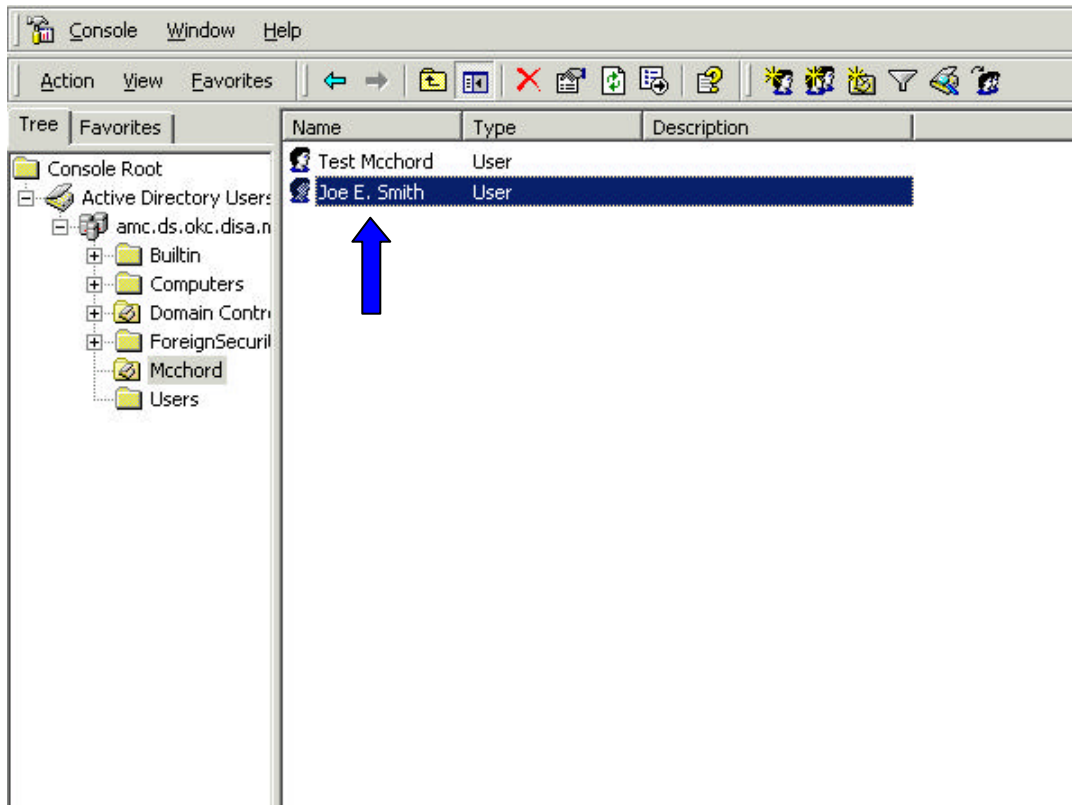
Numbers: 1,2,3

Special characters: #,@,\$,{,}

**Note:** You must ensure the 'User Must Change Password at Next Logon' is not checked when the account is created.

Click 'next' to finish.

The account will then show in active directory.

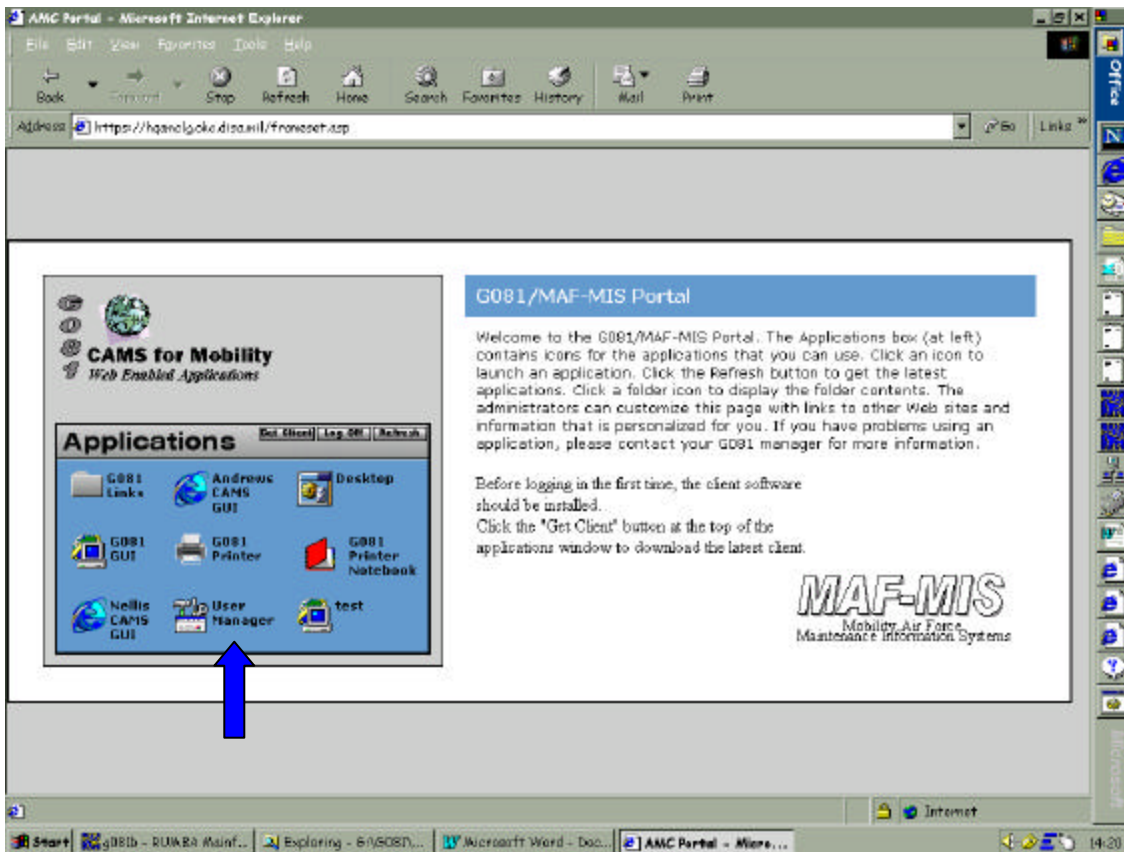


Now you have added the User ID and can repeat the step as many times as necessary.

## Attachment 2

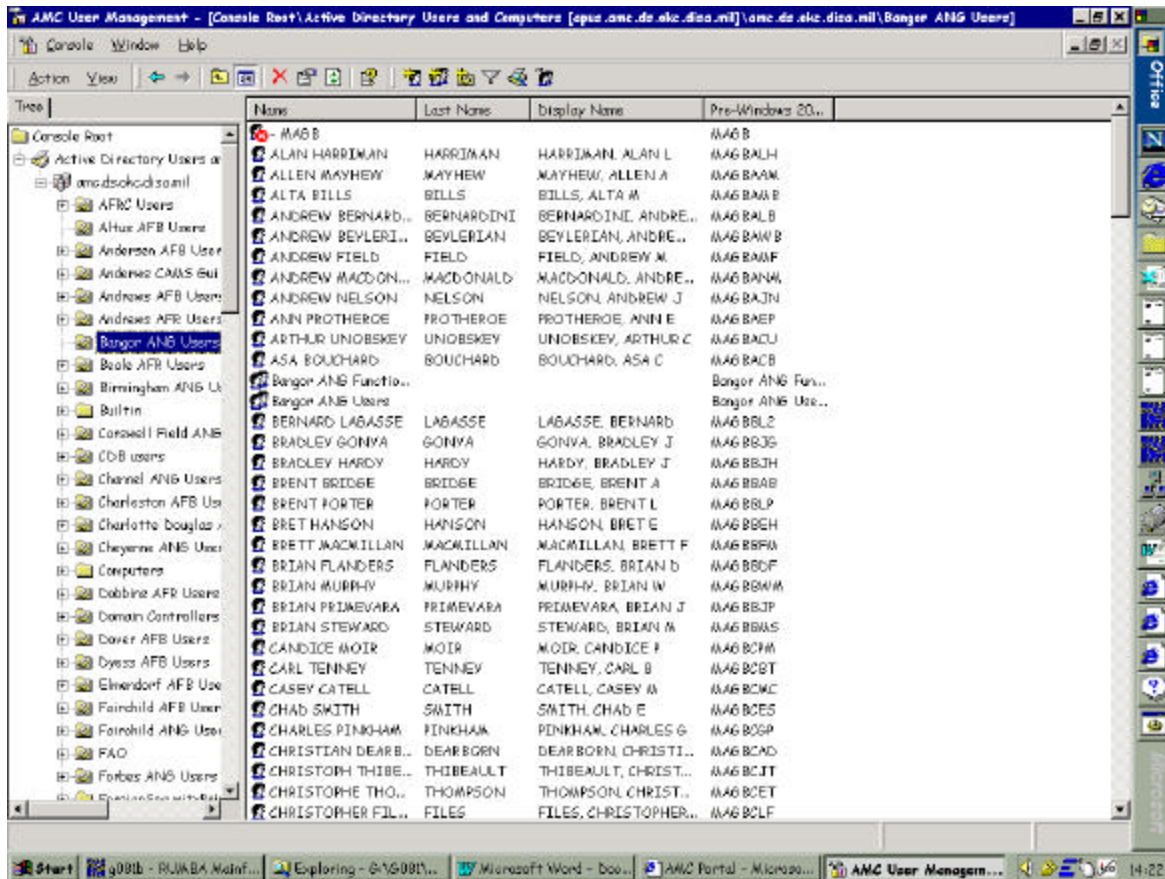
### PASSWORD CHANGE

Click on the Active Directory 'User manager' to administer account and passwords.

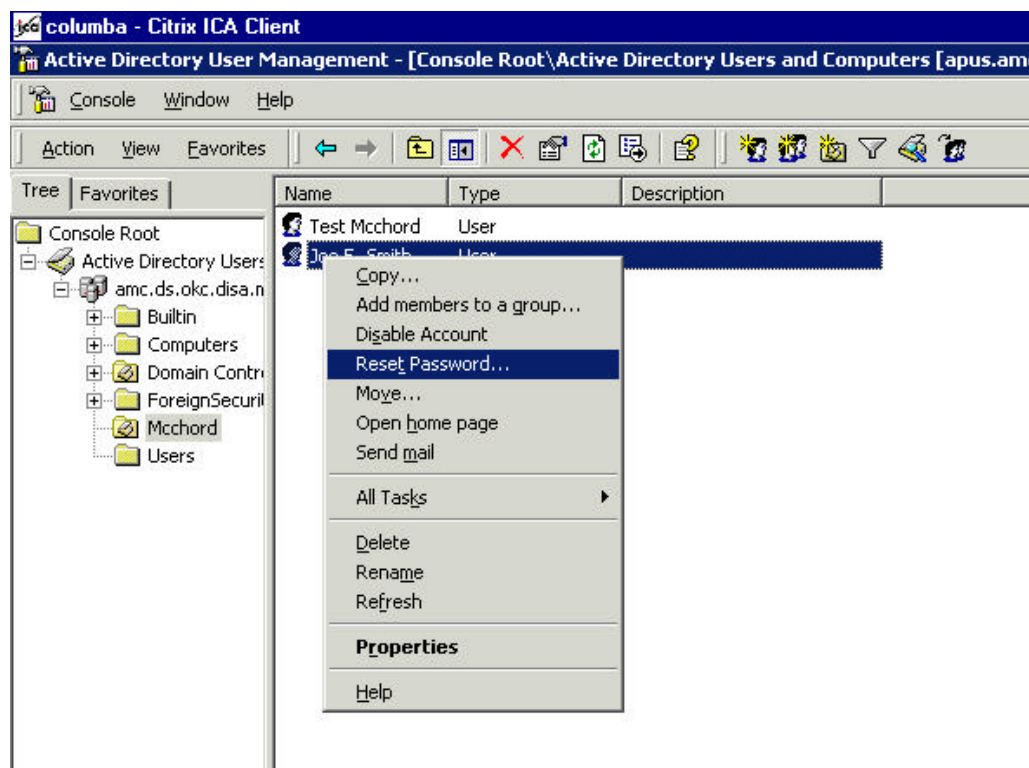




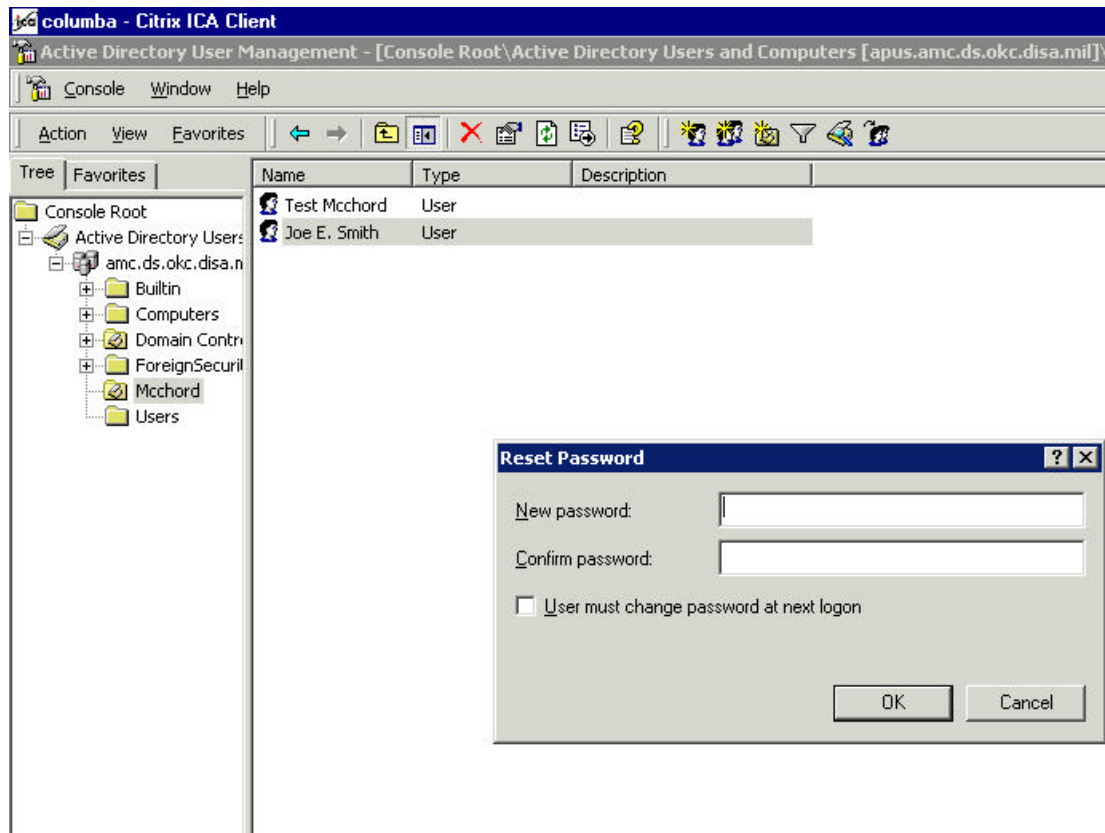
Click on the appropriate base container to show a list of users from your base. (You will only be able to add or change users from your base)



Right click on the users name and select reset password



Type the default password for the user to logon with in both password fields



Password rules:

**Must** be eight characters long with no repeating characters.

Password must contain all four of the following criteria.

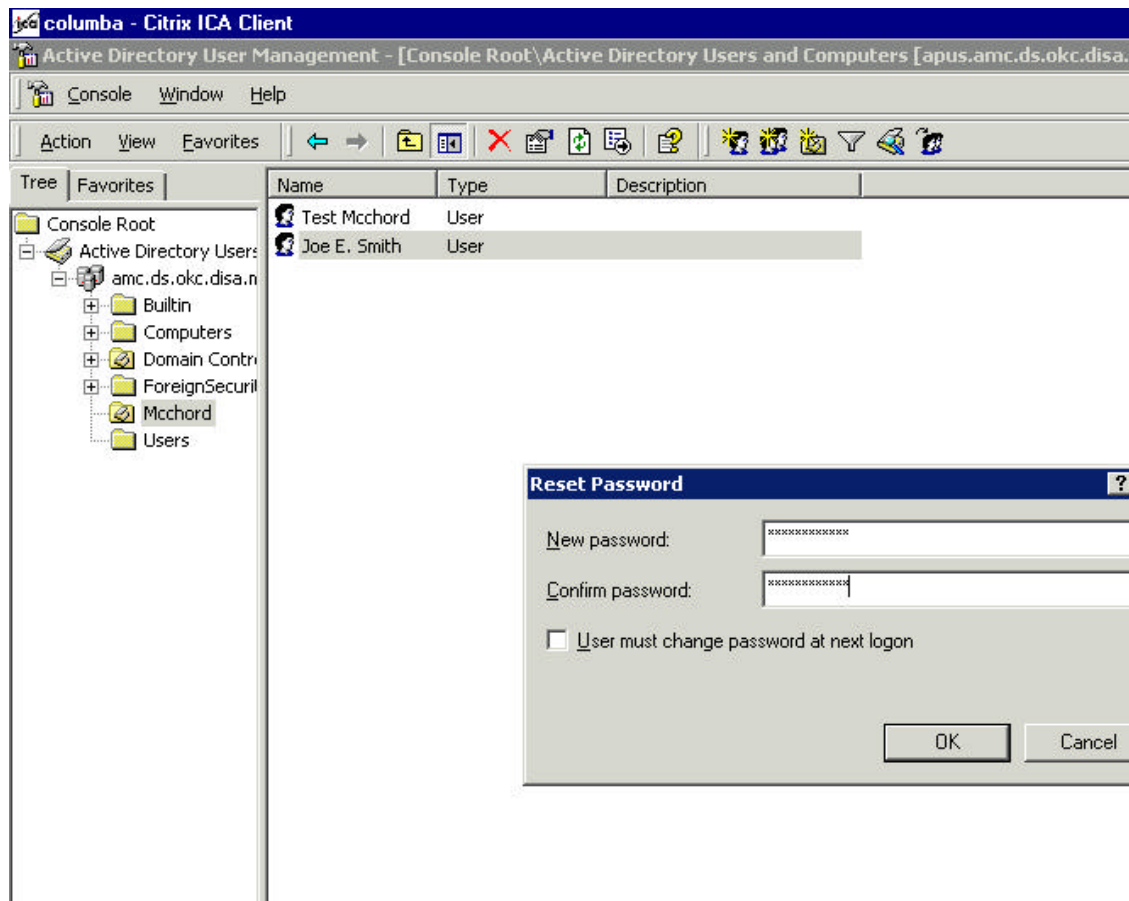
Upper case: A,B,C

Lower case: a,b,c

Numbers: 1,2,3

Special characters: #,@,\$,{,}

Note: You must ensure the 'User Must Change Password at Next Logon' is not checked when the account is created.



Click 'OK' to finish. This will return you to the active directory windows and the password will have changed.

Please contact the FAO if you have questions for concerns @DSN 884-6948 or email 'G081FAO@OKC.DISA.MIL'.